

PUBLIC NOTICE

AGENDA FOR REGULAR VILLAGE BOARD MEETING #2002

Tuesday, February 5, 2019 at 7:00 PM

Village Hall Board Room, 12621 W. Hampton Avenue

PLEASE TAKE NOTICE that a Regular Meeting of the Butler Village Board will be held on the 5th day of February, 2019 at 7:00 PM at the Village Hall Board Room, 12621 W. Hampton Avenue, Butler, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon:

- I. Pledge of Allegiance
- II. Roll Call
- III. Persons Desiring to be Heard
- IV. Consent Agenda:  
*Note: Prior to voting on the Consent Agenda, items may be removed at the request of any Trustee and be placed on the agenda under New Business.*
  - 1) December 18, 2018 Regular Meeting Minutes
  - 2) Current Invoices
  - 3) December Statement of Revenues and Expenditures
  - 4) December Monthly Department Reports
  - 5) Bartender Licenses -- None
- V. Communications
- VI. Committee Reports
  - a. Library Board
  - b. Park & Recreation Commission
  - c. Building Board
  - d. Finance Committee
- VII. Report of the Administrator
- VIII. New Business
  - A) Discussion and Possible Action to Approve Request for Qualifications and Proposals Consultant Services Strategic Plan Creation.
- IX. Adjournment

Dated: February 1, 2019

**VILLAGE OF BUTLER**

\_\_\_\_\_  
Patricia Tiarks, President

\_\_\_\_\_  
Kayla Chadwick, Administrator/ Clerk

Notice: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice. Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator /Clerk at 262-783-2525 at least 24 hours in advance of the meeting.

*Minutes not formally approved until Regular Board Meeting on February 5, 2019.*

Village President Patricia Tiarks called the Board Meeting to order at 7:00 PM at the Village Hall Board Room.

ROLL CALL

Present: Village President Patricia Tiarks, Trustees, Thomas Sardina, Jerry Orvis, Mark Holdmann, Marc Van Gompel, Michael Thew and William Benjamin

Also present: Administrator Kayla Chadwick

PERSONS DESIRING TO BE HEARD: None

CONSENT AGENDA:

- 1) December 4, 2018 Regular Meeting Minutes
- 2) Current Invoices
- 3) November Statement of Revenues and Expenditures
- 4) November Monthly Department Reports
- 5) Bartender Licenses – Sarah Kucharas, Bottoms Up

Motion by Orvis, seconded by Holdmann to adopt the consent agenda. Motion carried unanimously.

COMMUNICATIONS: None

COMMITTEE REPORTS

Library Board

Trustee Sardina reported the Library Board met on December 11, 2018. Trustee Sardina indicated the Library received a new cash register, lawn bids and book weeding continues.

Public Safety Committee

Trustee Van Gompel reported on the Police and Fire Department reports.

Finance Committee

Trustee Thew reported the current invoices were reviewed and approved. Trustee Thew reported the November Statement of Revenues and Expenditures were approved.

Building Board

Trustee Benjamin reported that a building permit for a sign at 4701 N. 124 Street was approved and a building permit for Overhead Doors at 12601 W. Silver Spring Road was also approved.

An Occupancy Permit for Factory Surplus Batteries at 4701 N. 124 Street was approved.

REPORT OF THE ADMINISTRATOR Administrator Chadwick discussed end of year reports, tax collections, BS & A coming in January and Election duties.

NEW BUSINESS

- A) Motion by Orvis; second by Sardina to approve Proclamation 18-01 Honoring Chief David G. Wentlandt for his 23 years of Service. Motion carried unanimously.
- B) Motion by Thew; second by Sardina who approved the following Proclamations: 18-02 Honoring Officer Nicholas J. Boyle for his 12 years of Service, Proclamation 18-03 Honoring Officer Joel C. Fus for his 18 years of Service; Proclamation 18-04 Honoring Robin L. Mateicka for her 21 years of Service., Proclamation 18-04 Honoring James G. Bremberger for his 26 years of Service, Proclamation 18-06 Honoring Carolyn K. Jahnke for her 13 years of service. Motion carried unanimously.

ADJOURNMENT

Motion by Thew; second by Orvis to adjourn. Motion carried unanimously. The meeting was adjourned at 7:14 PM.

Submitted by:  
Kayla Chadwick  
Village Administrator/Clerk

Approval Date: \_\_\_\_\_  
Correction/Amendment

**To:** President Tiarks  
Village Board of Trustees  
**From:** Kayla Chadwick, Village Administrator  
**Date:** January 9, 2019  
**Re:** December Administration/Finance Report



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### **Administrator**

- Attended 8 meetings on behalf of the Village.
- Prepared for 2 Village Board Meetings, 1 Finance Committee Meeting, and 2 building board.
- Worked with BS&A on financial software conversion.
- Worked on property tax preparation, distribution and collection.
- Began planning of 2019 Road Project.
- Finalized planning of Community Building Remodel.
- Hosted employee appreciation luncheon.

### **Treasurer**

- Completed payroll and accounts payable activities.
- Filed and distributed permits to businesses/residents
- Organized Computer Files
- Organized accounts payable files
- Assisted in property tax collection and reconciliation.

### **Building**

- Issued 12 Permits
  - 0 Sign
  - 0 HVAC Permit
  - 5 Electrical
  - 2 Plumbing
  - 5 Building
  - 0 Zoning
  - 0 Occupancy
  - 0 Fire System
  - 0 Plan Review
- Issued permits resulted in \$9,335.75 of revenue.

**To:** President Tiarks  
 Village Board of Trustees  
**From:** Jim Bremberger, DPW Supervisor  
**Date:** January 9, 2019  
**Re:** December DPW Report



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The top December priorities were;

- Tree Trimming
- Prepare for winter snow operations

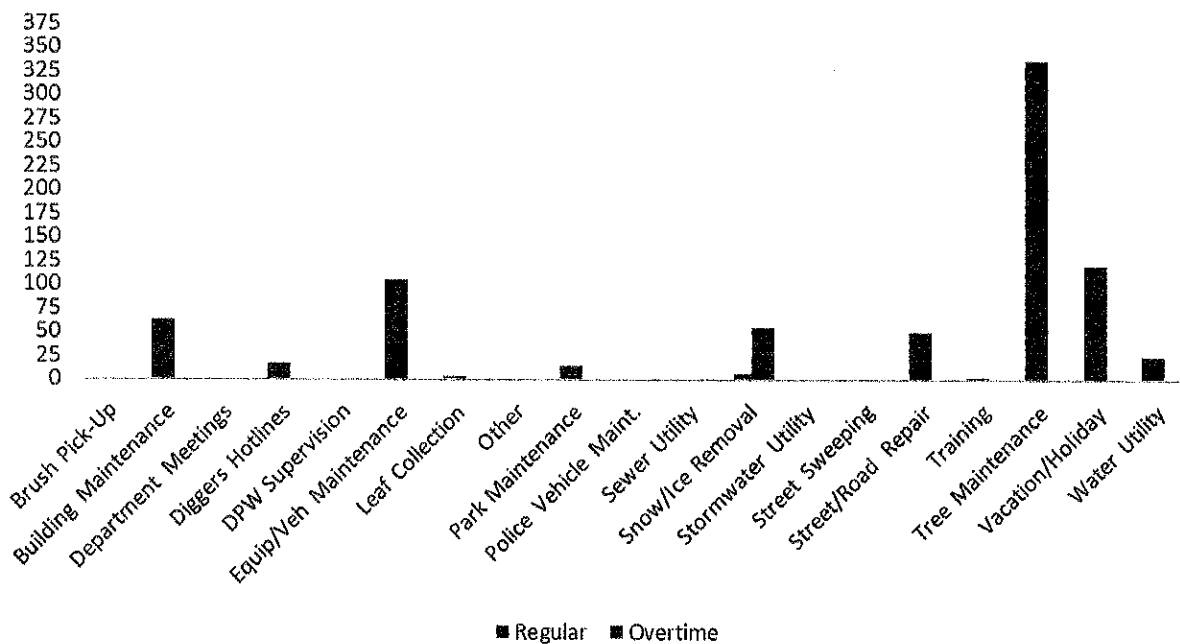
#### December Activity

- Trim trees on Stark, Fairmount, Hampton, and 132<sup>nd</sup> Street.
- 3 snow events using 47 tons of salt.

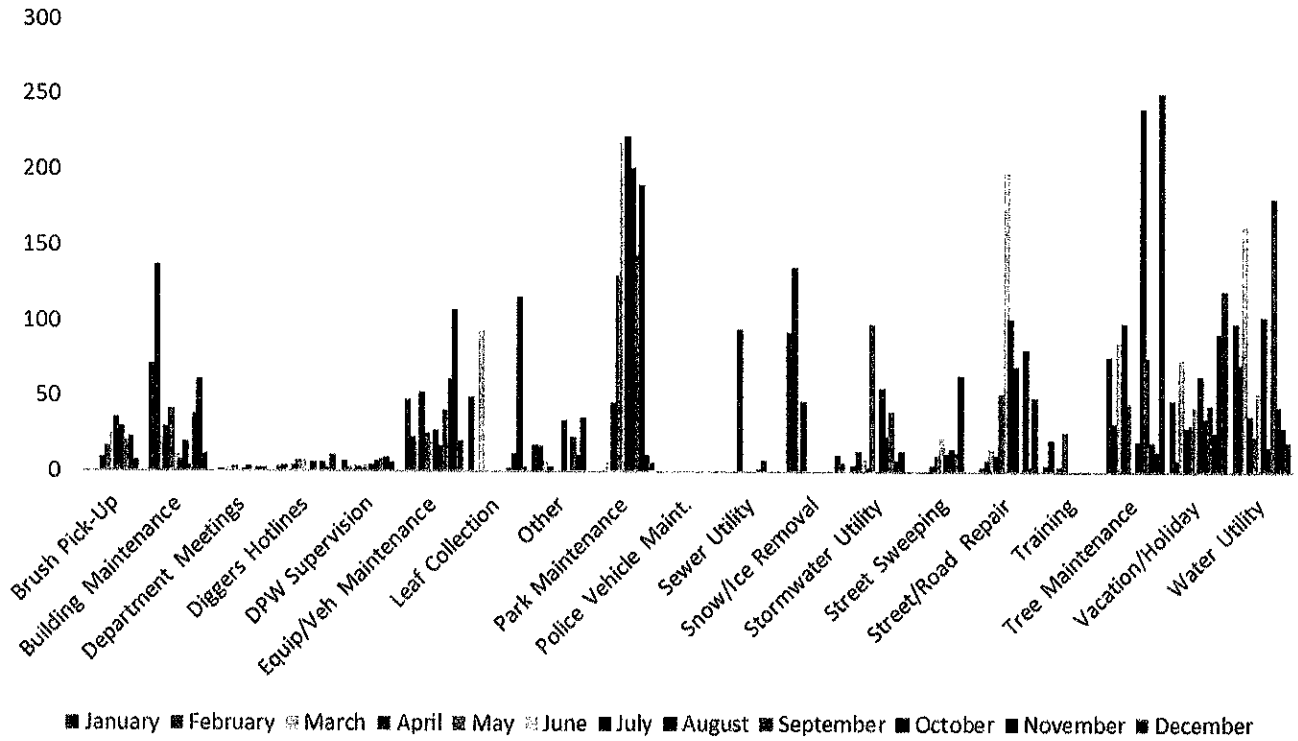
#### Utility Activity

- Daily, monthly, and quarterly water samples.

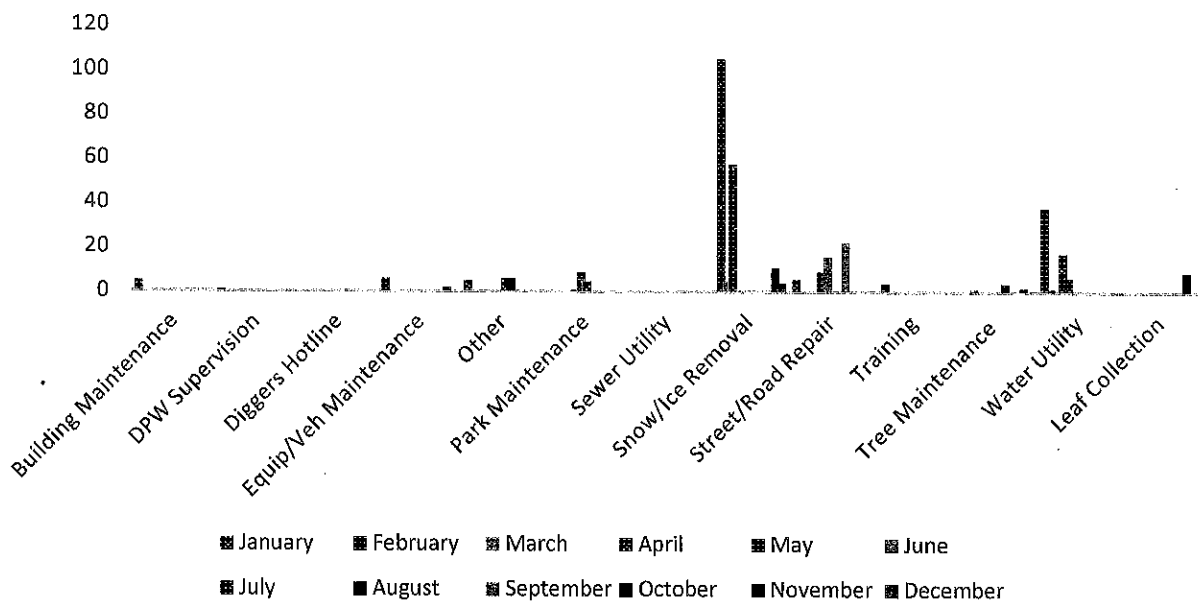
### December Public Works Hours



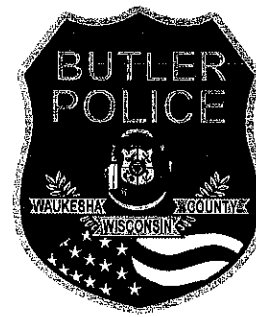
## YTD Regular Hours



## YTD Overtime Hours



**To:** President Tiarks  
Village Board of Trustees  
**From:** Shawn Engleman, Lieutenant  
**Date:** January 9, 2019  
**Re:** December Police Report



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## Squad Car Usage

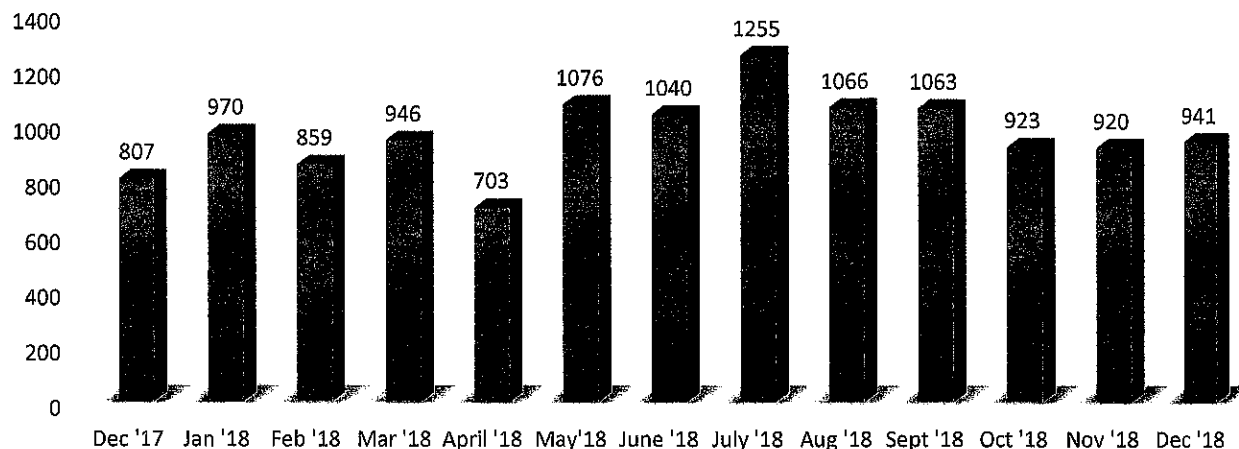
	<u>Miles</u>	<u>Gallons</u>	<u>MPG</u>
All Squads	3748	421.324	8.90

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## Notes of Interest

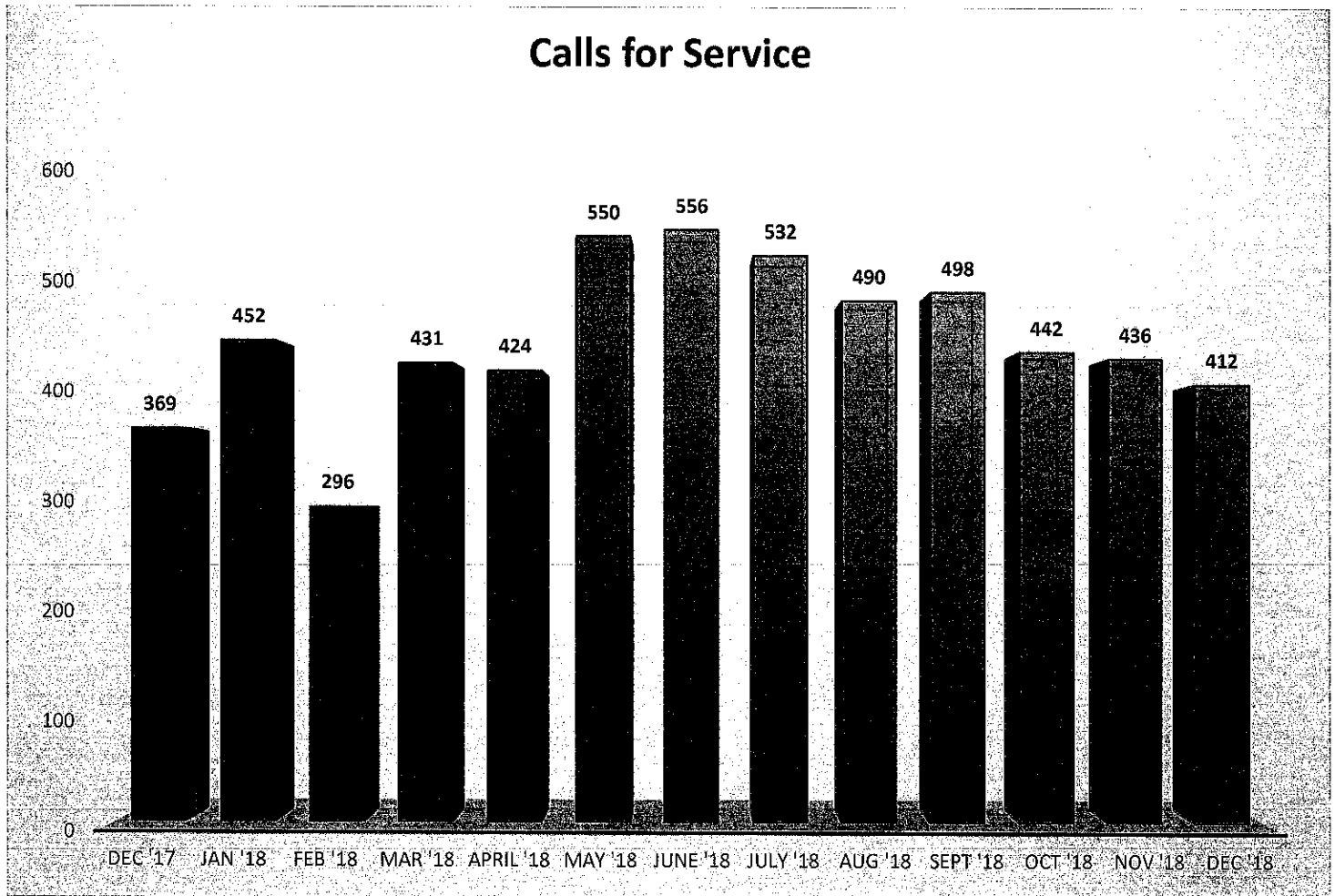
- All officers completed 4 hours of firearms training and 4 hours of Defense and Arrest Tactics training.
  - Officer Ratzlaff successfully completed a 32 hour Instructor Development Course which will allow him to become certified by the WI Department of Justice to train law enforcement officers.
  - Officer Eisenhardt was sworn in as an honorary deputy sheriff for Waukesha County Sheriff's Department as part of being a member of the TEU (Tactical Enforcement Unit).
  - Officer Knapp, Officer Herpin and Lt. Engleman along with their wives participated in West Milwaukee PD's Shop With a Cop.
  - Officers had a total of **941** citizen contacts throughout the month. This equals **30.35** contacts per day or just over **10.12** contacts per shift.
  - The Village of Butler Police Department had **412** calls for service in December 2018
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## CITIZEN CONTACTS



# Total Calls for Service

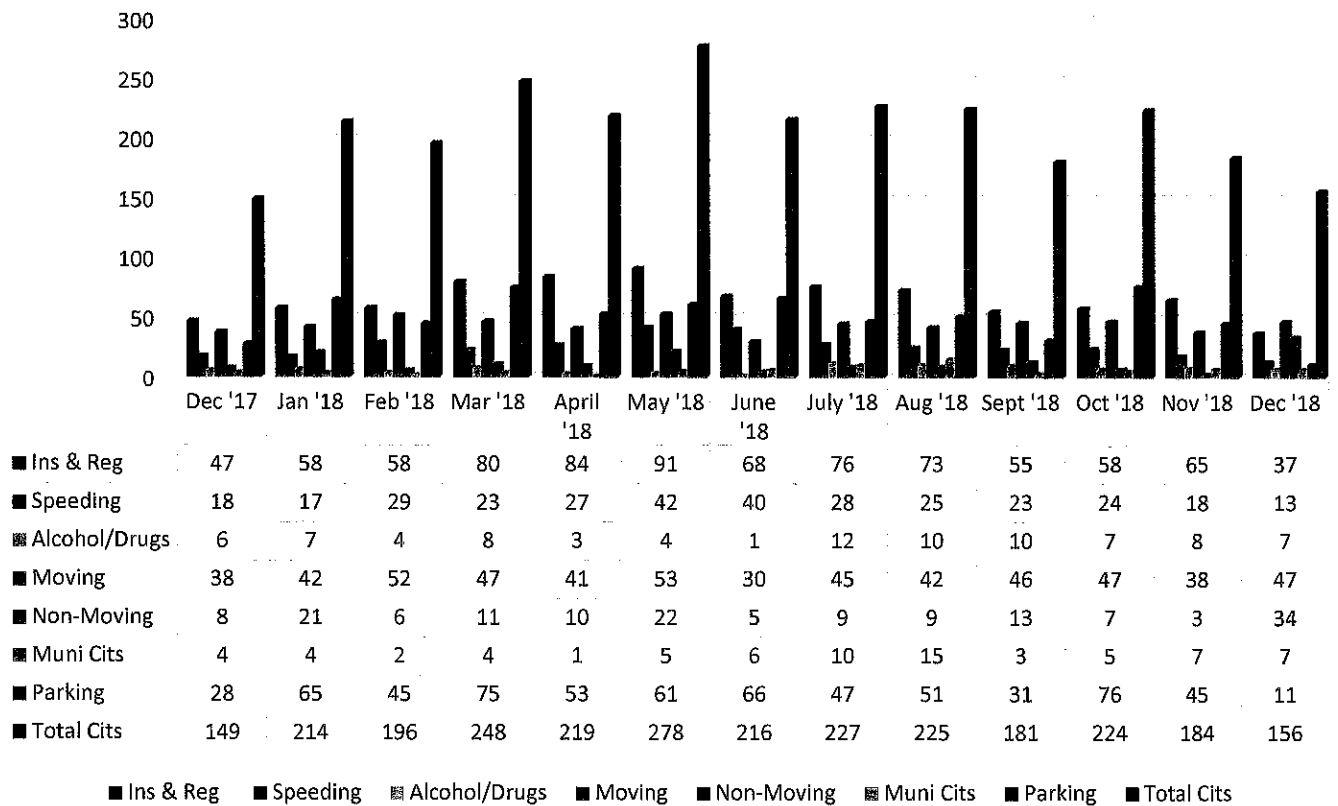
Dec '17	369
Jan '18	452
Feb '18	396
Mar '18	431
April '18	424
May '18	550
June '18	556
June '18	556
July '18	532
Aug '18	490
Sept '18	498
Oct '18	442
Nov '18	436
Dec '18	412



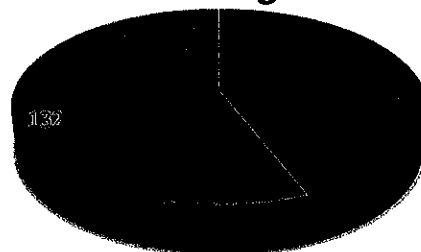
### December Citation Totals

Insurance, Registration Citations	37
Speeding Citations	13
Alcohol/Drugs Citations	7
Moving Citations	47
Non-Moving Citations	34
Municipal Citations	7
Parking Citations	11
Warnings Issued	132
<b>Total Citations &amp; Warnings Issued:</b>	<b>288</b>

### Citation Totals



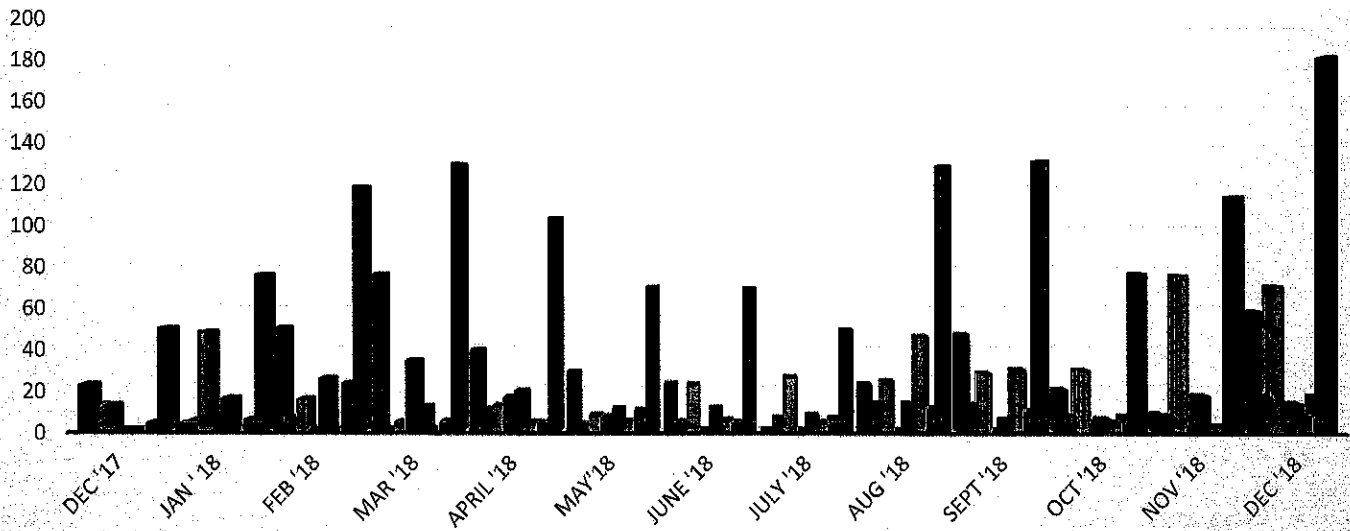
### Citations v. Parking v. Warnings



■ Traffic ■ Parking ■ Warnings



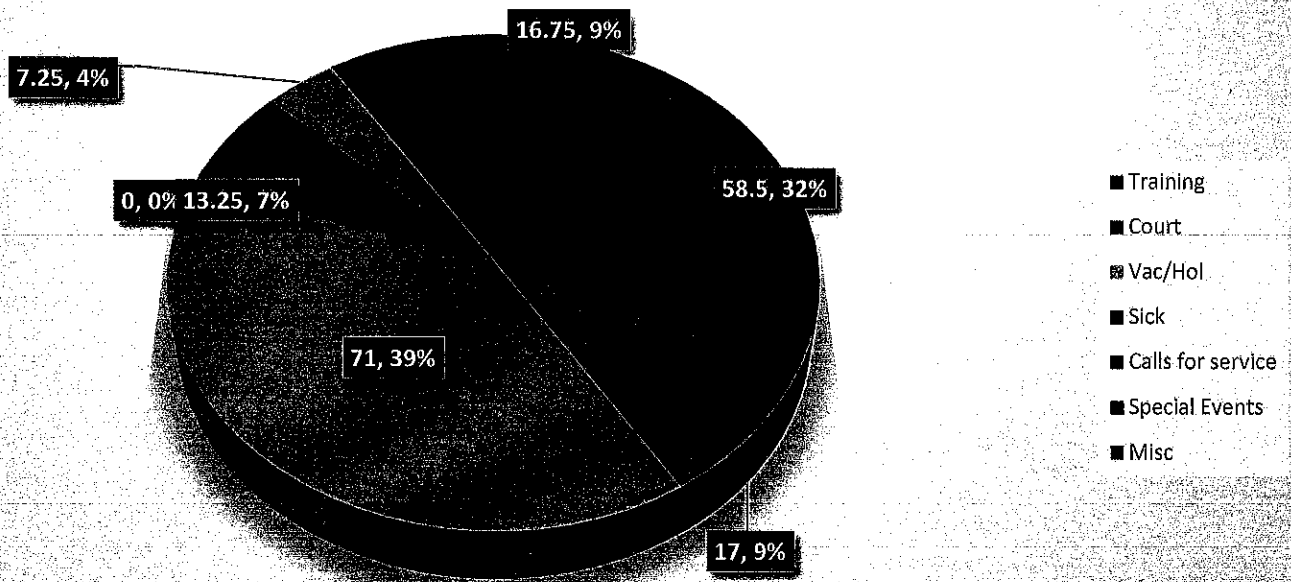
## Overtime Totals



	Dec '17	Jan '18	Feb '18	Mar '18	April '18	May '18	June '18	July '18	Aug '18	Sept '18	Oct '18	Nov '18	Dec '18
■ Training	22	3	50	76.5	39	28.5	22.75	0	22.5	47	20	8	58.5
■ Court	12	4.5	6	0	10	3	4	6	13	12.5	7	7	17
■ Vac/Hol	12	48	15	4	12	7.5	22.5	26	24	28	29.5	76	71
■ Sick	0	0	0	34	16	6.5	0	0	0	0	4	3.5	0
■ Calls for service	0	15.5	25.25	11.5	19.25	10.5	11	7.5	13	5	5.5	17	13.25
■ Special Events	0	0	0	0	4	4.25	5	3.75	46	29.75	4	1	7.25
■ Misc	3.5	5	22.75	4	3.5	9.75	4	5.75	10.75	9.5	6.75	2	16.75
■ Total	49.5	76	119	130	103.75	70	69.25	49	129.25	131.75	76.75	114.5	183.75

■ Training ■ Court ■ Vac/Hol ■ Sick ■ Calls for service ■ Special Events ■ Misc ■ Total

## December 2018 OT Breakdown



## **Municipal Court**

Docket: December 6, 2018

Total: 271 adult cases /0 juvenile

Appearances: 41 Persons

- 37 Adjournment
- 147 Initial appearance
- 76 Indigency hearing
- 5 Motions
- 3 Pre-Trial
- 3 Sentencing hearing
- 0 Trial

Citation List for 12-6-18 court date:

- Total due \$24,497
- Total paid \$4,844
- Balance due \$19,653

Monthly financial total \$18,549

**AMOUNT RETAINED BY MUNICIPALITY: \$12,489**

- Above includes \$0 received through the WI State Income Tax Refund Intercept program (TRIP).

Parking ticket payments received in December: \$885

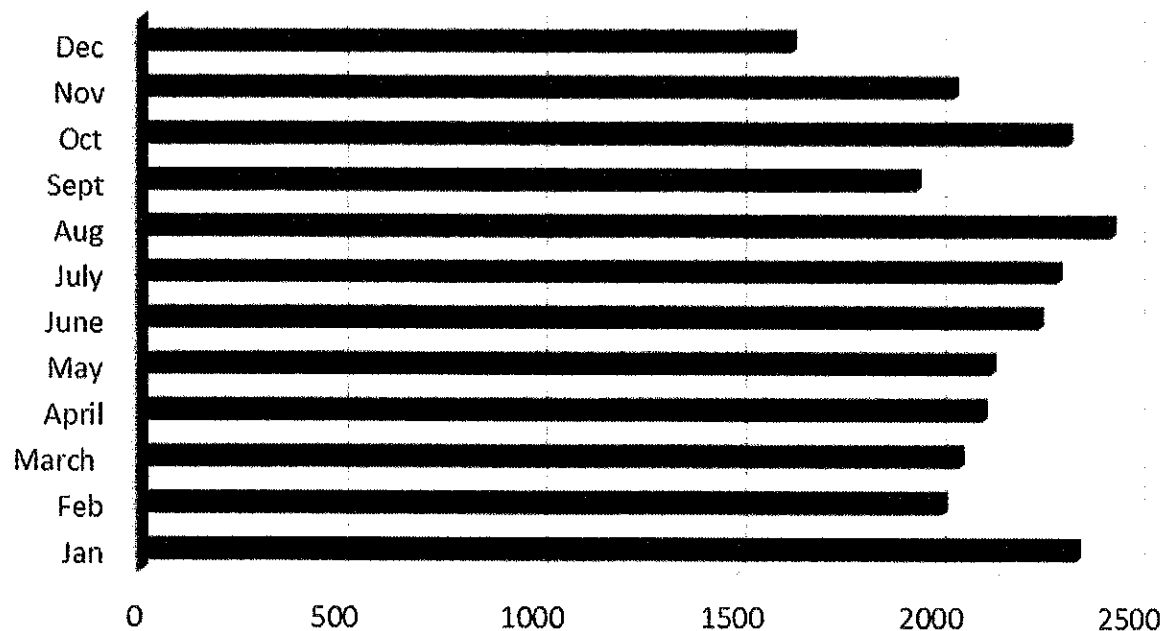
**To:** President Tiarks  
Village Board of Trustees  
**From:** Jodi Kessel Szpiszar, Library Director  
**Date:** January 9, 2019  
**Re:** December Library Report



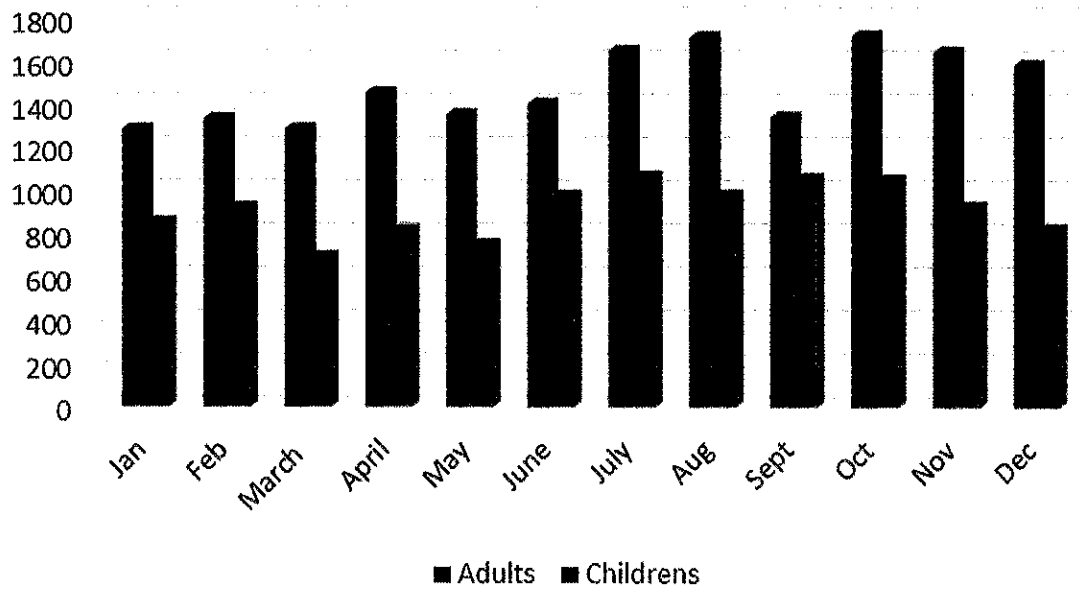
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- Children's Programs:
  - January – No Program
  - February – 36 attendees
  - March – 14 attendees
  - April – 20 attendees
  - May - 48 attendees
  - June – 43 attendees
  - July – 60 attendees
  - August – 25 attendees
  - September – 20 attendees
  - October – 79 attendees
  - November – 36 attendees
  - December – 46 attendees
- Adult Programs – 22 attendees
- New Library Cards Issued: 3
- Conference Room Usage: 10 uses, 22 patrons

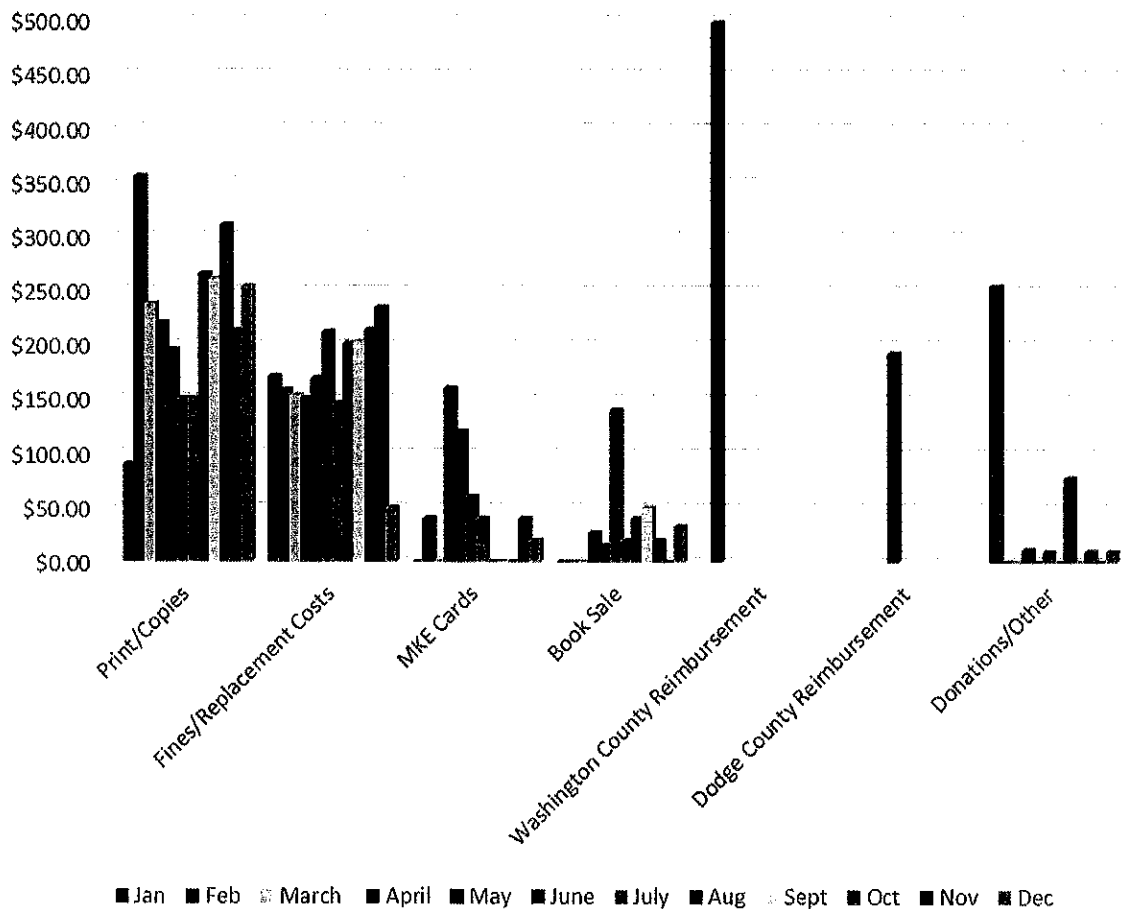
## 2018 Patron/Visitors

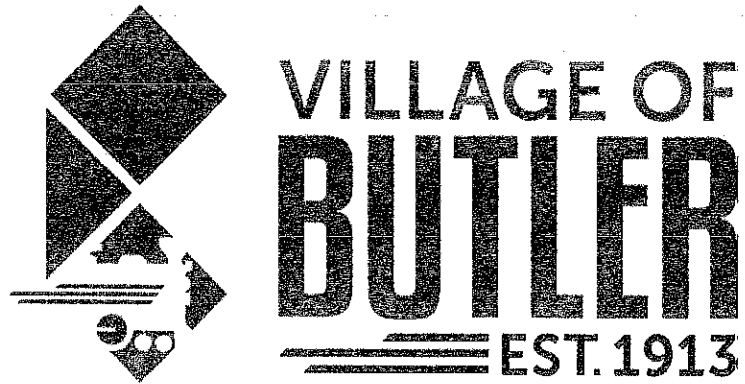


### Circulation By Month



### Revenue By Source





Village of Butler  
Request for Qualifications and Proposals  
Consultant Services  
Strategic Plan Creation

**Submissions Due: 10:00 AM (CDT), Friday, March 8, 2019**

## **I. Summary**

The Village of Butler, WI is seeking consultant services to facilitate the creation of a Strategic Plan. All proposals should clearly define how consultants will work with the Village to assist in a comprehensive and participatory planning process.

## **II. Background**

Butler is located in Waukesha County just blocks west of Interstate 45. Located on .79 square miles, the Village is bordered on the southwest by the City of Brookfield, on the southeast by the City of Wauwatosa, on the east by the City of Milwaukee, and on the north by the Village of Menomonee Falls.

The Village of Butler's major roadways include Silver Spring Drive, 124th Street, and Hampton Avenue. The Village has a 201 population of 1,883. The Village is governed by a Village Board. Under this form of local government, the Village President and Village Board determine policy and legislative direction while the Village Administrator is in charge of day-to-day operations of the Village. The Village provides a full range of services including police, public works, parks and recreation, library, public water, sanitary and storm sewer utilities; contracts for fire/EMS and building inspection services.

## **III. Scope of Work**

The Village Board is seeking a consultant to lead them and Village Staff through the process of updating the current strategic plan with the deliverables outlined below. The Village desires an inclusive process involving input from the Village Board, Village Staff, as well as any input that can be derived from historical planning efforts (i.e. past strategic plans, needs assessment studies, comprehensive planning, downtown revitalization plan, etc.). The anticipated timeframe for this project would be early 2019.

The following activities are anticipated to be a part of this assignment:

- Interviews with the Village Administrator and Department Heads.
- Survey or interviews with Village President and Village Board.
- Public input session/public meeting.
- Public outreach to stakeholders
- Facilitation of Strategic Planning workshops with the Village President, Village Board, Village Administrator and Department Heads.
- Preparation of a draft report and draft findings.
- Preparation of a final report and presentation to Village Board.

## **IV. Deliverables**

The following deliverables are desired in the strategic planning process and document:

- Mission Statement: Review and possible update of current mission statement that is relevant to the community it serves.
- Vision Statement: Review and possible update of current vision of what the Village Board members and other community stakeholders perceive the Village will look like in the future.

- Statement of Values: A statement of the values that are important for the fulfillment of the Village's mission.
- Environmental Scan: A review of the Village's external community/environment including an assessment of local, state and national trends that may impact the Village; local, state and national best practices, innovations of similar cities, as well as, opportunities for collaboration.
- SWOT Analysis: A review of the Village's strengths; weaknesses; opportunities; and threats – including the value related to the natural habitat within the community.
- Goals, Objectives & Strategies: An outline of what the Village hopes to achieve over the next immediately 3-5 years, and long term 10-20 year goals.
- Timeline, Responsible Parties & Costs: An overview of when the Village's strategies are to be started and completed; a listing of individuals who take responsibility for making sure each strategy is addressed and an estimated financial cost of implementation.
- Monitoring Success and Key Performance Indicators: A strategy for identifying key performance indicators to be used to regularly monitor progress on the strategic plan.
- Considerations for the Next Planning Process: An overview of the successes and challenges of the strategic planning process. This section may include advice to linking strategic plans to budget priorities and capital/operational plans.

## **V. Proposal Content**

### **V.1 Step One (Technical and Qualifications)**

Proposals should include the following information, presented in a clear, comprehensive, and concise manner, to illustrate the firm's capabilities and technical approach to the work.

#### **Information Required of Respondents**

##### **1. Firm name, business address, telephone and contact.**

##### **2. Description of firm.**

Include history, size, and statement of ability to perform the work.

##### **3. Summary of the Proposal.**

Provide a brief summary of the proposal.

**4. Descriptions of the Planning Activities Recommended.**

Provide a description of your strategic planning efforts. Please also indicate where the Village can add value to create deliverables.

**6. Work Plan & Timeline.**

Provide information about proposed activities including a timeline for completion and deliverables.

**7. Staffing Plan, Including Resumes.**

Please identify each person who will work on the project and identify his or her role. Please provide a resume and references for each member.

**8. References.**

Please provide the names of three references that you have worked with on similar strategic planning projects.

**9. Examples.**

Please provide three examples of adopted Strategic Planning documents from other communities that you have worked with on similar strategic planning projects.

**V.2 Step Two (Pricing)**

Included in a separate document:

- A project budget that includes a "not to exceed" cost for professional services to complete strategic planning facilitation and final deliverables. The "not to exceed" costs should be an all-inclusive cost to include all elements of this assignment, including travel, meeting facilitation, document preparation and printing costs. The budget shall also include any limitations to the scope of work.
- The pricing document should also include any potential work not defined within the proposed scope of services, or which has not been mentioned in this RFP.

**VI. Submission of Proposals**

A two-step selection process will be used. The first step will consist of evaluation of qualifications and technical information submitted by the vendor and will result in a short list of firms who are considered best qualified based upon the evaluation process described below. The second step will consist of opening of the priced proposals from the short-listed firms. Interviews may be scheduled.

Ten (10) complete bound copies and one electronic copy (emailed) of the technical proposal for Step One along with a separate sealed envelope labeled "Cost to Complete Update of Strategic Plan" must be received by 10:00AM CST on Friday, March 8, 2019 at the address below:



Village of Butler  
Attn: Kayla Chadwick, Village Administrator  
12621 W. Hampton Ave  
Butler, WI 53007

The electronic copy may be e-mailed to: [kchadwick@butlerwi.gov](mailto:kchadwick@butlerwi.gov)

Envelopes containing the proposal shall be marked "Strategic Plan Proposal". Costs shall be submitted in a separate envelope labeled "Cost to Complete Creation of Strategic Plan" and marked with the name of the submitting firm.

## **VII. Evaluation of Proposals**

### **Evaluation Procedure:**

The responses to the RFP will be internally reviewed by Village Staff. The Village reserves the right to narrow the applicants to a "short list" and interview potential firms to establish a final award determination and to negotiate with the successful respondent in the addition or deletion of any or all tasks included within the RFP. The Village of Butler also reserves the right to accept or reject any or all RFP's and to accept the RFP most advantageous to the Village.

### **VII.1 Evaluation Factors and Points**

- Step One
  1. Relevant knowledge, experience and qualifications of firm and team members.
  2. Proposed methodology and work plan to be used in the process.
  3. Understanding of the project and overall completeness of submission.
  4. Experience on similar projects/References.
- Step Two
  1. Proposed project costs and fee schedules.

### **VII.2 Disqualification**

Non-responsive proposals will also receive no consideration. A "responsive" proposal conforms in all material respects to the RFP.

## **VIII. Questions Regarding the RFP**

Questions regarding this RFP must be received by 10:00 am CST March 1, 2019. Responses to questions will be provided by 4:00 pm CST March 1, 2019.

Contact for questions: Kayla Chadwick, Village Administrator  
[kchadwick@butlerwi.gov](mailto:kchadwick@butlerwi.gov)

## **IX. General Provisions**

1. Non-Discrimination Statement: The Village of Butler does not discriminate on

the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

2. Proposal Cost: The Village shall not be liable for any costs you incur to prepare or submit a proposal for this project.
3. Withdrawal of Proposals: The proposer upon submission of a written request may withdraw Proposals.
4. Rejection of Proposals: The Village reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or firms, to waive formalities, and to select the individual or firm which, in the Village's sole judgment, can best perform the scope of services required.

#### **X. Tax Exemption**

The Village of Butler is exempt from payment of all federal, state and local taxes in connection with this proposed Contract.